

# Administrative Notice

AMS-06-05 1/19/06

## WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT

“Workplace violence” is defined as any violence or threat of violence that occurs in the workplace and includes any type of aggression, threat, or intimidating, harassing, belligerent, or disruptive behavior. I am committed to ensuring employees are provided a work environment where they are treated with respect and dignity and free from workplace violence.

Workplace violence can occur between AMS employees, AMS employees and other Federal employees, contractors, clients, customers, and other non-Federal employees. It is my policy that it is the responsibility of each AMS employee to maintain a safe work environment and report to their supervisor any disruptive behavior or violent situation. Ignoring and not reporting a situation usually results in an escalation of the problem.

It should be understood that anyone at any time can become violent, but often these individuals exhibit “warning signs.” Examples of warning signs include: unexplained and abrupt changes in mood that persist over time, evidence of depression, unprovoked outbursts of anger that are inappropriate to the circumstances, evidence of substance or alcohol abuse, bizarre behavior that causes discomfort or fear in co-workers, and others.

Supervisors shall respond appropriately to all reported incidents and act to stop all threats of workplace violence or other disruptive behavior.

Employees shall be familiar with the USDA and AMS policy and guidelines on workplace violence and be aware of the resources available for reporting and dealing with potentially violent situations. Reporting your concerns is the first step in deterring any potential violence.

I am committed to working with employees in maintaining a safe and productive work environment for all. It is a shared obligation, from the top down.

/s/

Lloyd C. Day  
Administrator